



Trustee Meeting Minutes

Date: *March 27, 2020*

Time: *2:30 pm*

In Attendance: Peter Griffin (via Phone) Chair; Mike Mazalewski, Vice Chair, Maureen Spooner, Secretary; Betty Dunn, Trustee; Lisa Thornton, Trustee; Cristy Kadish, Coordinator – Attendance by ZOOM Video Communications.

Excused; Ross McLeod, BoS Representative, Fred Linnemann, Trustee; Roy Dennehy, Trustee; Rich Parow, Trustee

Agenda:

- Contract Award for Historic Building Study
- Process for Securing a Structural Engineer
- Other Business

Meeting Minutes:

Meeting called to order at 2:35 pm

- Releasing the Historic Building Study was discussed again. We discussed the decision of the selectman and that they will allow us to move forward contracting the project in light of the fact we only have two bidders. Michael mentioned that he received a third bid from Steven Mallory the night of the Selectman's meeting but did not have available for the meeting. The committee again discussed the three vendors. Michael stated he spoke to Lynn Monroe at Preservation Company and she stated that she will be able to do the project for us but did indicate that she has four other projects in the queue but reassured him that she could complete our project in time for the filing of LCHIP. Lisa mentioned that we do not need the study complete for the "intent to file" process for LCHIP. Betty made a motion to accept Lynn Monroe, Preservation Company, for \$6,949.50 and to authorize Michael at the project lead for Searles to work with Lynn. Lisa seconded the Motion. All were in favor, the Motion passed. **Action: Michael stated he would follow up with Lynn and work with Dave Sullivan to get a purchase order or a signed contract to her.**
- Process for securing a structural engineer was discussed. We discussed the items that Beverly Thomas had provided in her email to us with some suggested Structural Engineers. We also discussed the engineers suggested. Betty suggested that Maureen be the project lead on this. Maureen agreed. **Action: Maureen stated that she would write a request for quotation and send it out to some of the engineering firms recommended by Beverly as well as one recommended by Dave Sullivan.**
- Other Business: Cristy ask the Trustees regarding the "Stay at Home Order" issued by the Governor. The Trustees discussed and agreed that we will follow the guidelines issued by the Town and the State officials regarding the use and when we can open the facility back up. We will keep this an open item of discussion.

Meeting was adjourned at 3:10 pm

Respectfully Submitted
Maureen Spooner

Maureen Spooner, Searles School & Chapel Board of Trustees Secretary